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SPECIAL BULLETIN

OFFICE OF TRAINING



No. 14-71

27 July 1971

To: All Training Officers of the Agency

PLANNING AND CONTROL OF WORK (WORKSHOP)

The Workshop in Planning and Control of Work places emphasis upon:

- (1) Theoretical approaches to planning and controlling of work,
- (2) Time management as an important ingredient of planning,
- (3) Formal planning and controlling instruments employed by the Agency,
- (4) Informal planning and control at the initiation of the supervisor,
- (5) Problems in planning and control.

Pre-course work, group exercises, a film, and roundtable discussion are training methods used in this one and one-half day workshop.

PLACE Chamber of Commerce Building, Room 236.

PREREQUISITES The Supervision or Management courses or the new course, Fundamentals of Supervision and Management. The participants in this workshop will find it valuable to call upon the substance of the prior training.

REGISTRATION Limited to 18 students, no fewer than 12 students. Form 73 (Request for Internal Training) should be sent to OTR/ISS/AIR, Room 832, 1000 N. Glebe Road.

ADDITIONAL INFORMATION This workshop will be offered twice this fall and will occupy portions of the weeks previously scheduled for the Management course, which has been discontinued. (See OTR Special Bulletin #12-71.) Distribution of pre-course work requires that registrations close on

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(Over, please)

GROUP 1
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| <u>Course Dates</u> | <u>Close of Registration</u> |
|-------------------------------------|------------------------------|
| Thurs. to Fri. noon 23 - 24 Sept | 10 Sept |
| Thurs. to Fri. noon 11 - 12 Nov | 29 Oct |

Registration Information: OTR/ISS/AIR, Ext. 2365.
Course Information: OTR/SUS/MTF, Ext. 2826.

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